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AFI33-203 dated 26 September 2003 is supplemented as follows.

The OPR for this supplement is HQ AFRC/SCFI (SMSgt Michael K. Thomas).

This supplement applies to all AFRC and ANG units receiving Emission Security (EMSEC) support from an AFRC Information Assurance Office. It clarifies and provides additional guidance for all AFRC personnel involved in the EMSEC program.

2.8.5.1. (Added) The HQ AFRC/SCXI Program Management Branch, Plans, Policy and Resources Division, will provide project information to HQ AFRC/SCFI and HQ AFRC/SCTE on all classified IT programs/projects being managed within SCXI. HQ AFRC/SCTE will provide network design review information/concurrence to HQ AFRC/SCFI.

2.8.5.2. (Added) HQ AFRC SCTI, Information and System Interoperability Branch, Architecture, Technology & Interoperability Division, will inform HQ AFRC/SCFI of all certification and accreditation packages for IT systems designated to process classified data.

2.9.1.1. (Added) HQ AFRC/SCFI is the office of primary record for EMSEC matters affecting AFRC bases.

2.9.2.1. (Added) This training includes formal EMSEC training classes and workshops, conferences, seminars, and symposiums to maintain currency in EMSEC policies.

2.9.2.2. (Added) At a minimum, all AFRC EMSEC managers will attend the AETC EMSEC manager's course at Keesler AFB.

2.9.8.1. (Added) For AFRC personnel, HQ AFRC/SCFI will validate and send requests for formal training to HQ AFRC/SCFR.

2.10.1.3. (Added) AFRC units on non-AFRC bases will participate in the host-base EMSEC program or establish an EMSEC program in the absence of a viable host-base program.

2.11.10.1. (Added) The host wing information assurance (IA) office will ensure at least one assigned individual maintains a currency in EMSEC policy and procedures. The communications squadron/flight commander or chief will appoint a primary and an alternate wing EMSEC manager and send a copy of this appointment memorandum to HQ AFRC/SCFI. The memorandum will include the name, grade, Air Force specialty code, office symbol, duty phone number, security clearance, and applicable EMSEC training information of each individual.

2.11.18.1. (Added) Where the processing of classified is indicated, the host wing IA office will review all wing-level requirement documents (for example, AF IMT 3215, **IT/NSS Requirements Document**).

2.11.20. (Added) Prepares and submits an annual request to all base units, tasking them to identify their current or future need to process classified information.

2.11.21. (Added) Develops a database (to include all classified processing users, locations, and types of equipment used to process classified data information) that is, referenced to the tracking numbers on the applicable AF IMT 4170, **Emission Security Assessments/Emission Security Countermeasures Reviews**.

2.11.22. (Added) Develops and maintains a continuity folder to include all information relating to EMSEC duties and responsibilities. Also maintains a folder on each unit that has EMSEC considerations.

2.11.23. (Added) Trains each newly appointed unit EMSEC monitor (primary and alternate) within 30 days of receiving an appointment memorandum and documents this training.

2.11.24. (Added) Ensures each unit that processes classified information appoints an EMSEC monitor. See paragraphs **2.13.1.1. (Added)** of this supplement for further details.

2.13.1.1. (Added) The unit commander will appoint a unit EMSEC monitor if the unit processes classified information. This monitor will be the focal point within the unit for all EMSEC matters. The unit commander will send an appointment memorandum to the wing IA office. The memorandum will contain the person's name, grade, unit, office symbol, duty phone, and security clearance eligibility.

2.13.8. (Added) Provide the host wing EMSEC manager a list of installed equipment (by building, room number, manufacturer, and model number) that processes classified information.

2.13.9. (Added) Notify the host wing EMSEC manager of any change or reconfiguration to the current classified equipment or facility configurations that would invalidate an emission security assessment.

2.13.10. (Added) Maintain a continuity folder that contains all the items required to perform unit EMSEC monitor duties.

4.3.3.1. (Added) The basic assessment data at classified processing locations will be reviewed annually in person by the host wing EMSEC manager or designated representative. This review will be conducted during the wing-level information protection assistance and assessment program's annual self-assessment of all units (in accordance with AFI 33-230, *Information Assurance Assessment and Assistance Program*).

15.3.1. Adopted Forms. AF IMT 3215, **IT/NSS Requirements Document**, AF IMT 4170, **Emission Security Assessments/Emission Security Countermeasures Reviews**.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFI 33-230, *Information Protection Assessment and Assistance Program*

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